

# Charms Registration

Your School Code:

SteinbrennerHSBand

Your Student Area Password:

*Please give this sheet to your parent or guardian, and have them complete the following steps. Once they have done so make sure you follow the instructions and register for band camp.*

## How to Log on Charms:

1. Preferably using Firefox or Google Chrome, logon to [www.charmsoffice.com](http://www.charmsoffice.com)
2. In the top right corner hover over: ENTER/LOGIN then click Parent/Students/Members
3. Enter School Code: SteinbrennerHSBand (no spaces). Then click 'Enter Student Parent Area'.
4. Enter your student area password in the 'Student Area Password' box, then click the 'Enter' button.
5. Click 'Enter Charms' button.

## Updating Your Information:

*We need each Student/Parent to enter their own personal information as soon as possible:*

1. Click 'update info' icon (See image to the right)
  - a. Fill in each blank with a box behind it (Name, Address, Phone etc.)  
(please note the phone is your home phone...if none, leave blank)
    - Make sure you enter your Cell and Cell Carrier along with ALL INFORMATION.
  - b. Click 'Add New Adult' box at bottom to add first parent.
    - Click 'Copy Dotted Fields from Student' to prefill some info from student fields.
    - Enter information into ALL remaining boxes.
  - c. Click 'Add New Adult' box on top to add second parent.
    - Click 'Copy Dotted Fields from Student' to prefill some info from student fields
    - Enter information into ALL remaining boxes.



Update Info

2. Click the green 'Update' box in upper right hand corner!

**(The information won't save without clicking the update button!)**

3. Please enter this information as soon as possible! You will also need to print and completely fill out a Media Release, Medical Release, Uniform Rental, and Handbook Signature form from the 'Handouts & Files' section (see image below), and have your child bring them the first day of band camp!!



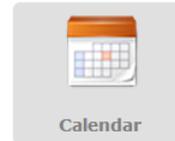
Handouts & Files

## Band Camp Registration:

*You are required to register and pay for band camp on charms prior to July 20th.  
Please have your parent log into charms and pay for band camp ASAP.*

1. Log into charms (see instructions titled How to Log onto Charms on previous page)
2. Click on the Calendar Icon (see image to the right)
3. Scroll to the month of August, then Click on August 4th band camp.
4. Click on the RSVP button (see image to the right)
5. Enter the name of the student that will be attending.  
(If they are a vegetarian please specify in the comment box)
6. Enter the number of attendees (1).
7. Click the 'Send RSVP' button!

RS  
VP



## Paying for Band Camp:

1. Select the Finances Icon at the top of the screen.
2. Scroll down to the section titled 'Student Fixed Payment Detail'
3. Click on Band Camp , then click on 'Pay Fixed Payments'
4. Then pay via paypal by following the instructions prompted on the computer.